

**MINUTES OF THE GENERAL MEETING  
OF THE BIGFORK COUNTY  
WATER AND SEWER DISTRICT**

The general meeting of the Bigfork County Water and Sewer District was held on July 13, 2016 at the District office.

**ATTENDEES:**

*Directors: Seth Price, Tom Cahill and Gene Helberg*

*District Employees: Julie Spencer and Vickie Hemphill*

*Engineering: Jeff Cicon from Morrison Maierle*

*Other Attendees: Robert Millspaugh from Flathead Lake Brewery*

**READ AND APPROVE MINUTES:**

President Keenan was unable to attend the July meeting, so Director Helberg chaired the meeting. Helberg opened the meeting at 7:00 p.m. The minutes of the June Board Meeting were reviewed for approval. Cahill made a motion to approve, Price seconded and Helberg called for discussion. Hearing none, he called for a vote and it was unanimously

*RESOLVED*, That the minutes for the June 2016 Board Meeting be approved.

**AGENDA - ADDITIONS OR CHANGES**

No changes were made to the agenda

**CONSENT AGENDA**

Helberg called for any discussion regarding the Consent Agenda. Although the minutes had been approved, Helberg requested a correction to a statement made by Keenan in the June meeting regarding the Employee Handbook approval. Keenan had stated that the job descriptions needed to be reviewed by Julie, Andy and Vickie but later told Helberg that he meant to say the job descriptions needed to be reviewed by Keenan and the Board, not the employees. Hearing no more discussion, Helberg called for a motion to approve. Cahill moved, Price seconded and it was unanimously

*RESOLVED*, That all items on the Consent Agenda for the July 2016 meeting be approved.

**PUBLIC COMMENT**

Robert Milspaugh requested a meeting with the Pretreatment Committee regarding the proposed Pretreatment Regulations. A meeting was scheduled for Monday July 18 at 10:00 a.m.

**OLD BUSINESS**

*Engineering update, Jeff Cicon* – A written engineering report was provided and included in the Consent Agenda

- *Water Tank & Transmission Line and Access Easement* – All the grant applications have been submitted and are waiting for legislature to find where the project ranks. A meeting will be scheduled with the Pierce family to discuss the project route and easement.

- *Standpipe Supply Line and Nursing Home main* – Cicon is working on easement acquisition as none are in place. He is meeting with the rest home owners and Joe Pastor. The Little Jon Apartment Complex is changing ownership which complicates matters. There was discussion about how long the mains had been in place with an implied easement and what needed to be done to secure written easements.
- *Ramsfield Water Rights Wells 3 & 4* – Julie and Jeff met with the DNRC at their request regarding the lack of water rights for the new wells. The DNRC said it was okay to continue using Well 3, as long as there is progress on the application. The issues with the proposed water bottling plant and the Salish Kootenai Water Compact have complicated the water rights process and there may be objections during the approval process.
- *North & South Eagle Bend Lift Stations* – Cicon, Julie and Andy met with the Eagle Bend Golf Club regarding generator noise, landscaping concerns, design details, etc. There was discussion about the size and brand of generator, placement and servicing details. The time line was also discussed as Eagle Bend Golf Club does not want the project to begin earlier than October 1. More detail was included in the Engineering Report supplied in the packet.
- *Amendment 1 to Task Order #25 was presented for approval* – Amendment 1 to Task Order #25 dealt with the project design of the Eagle Bend Lift Stations. The Amendment presented was to complete the bidding documents, bid the project, new construction administration and 5 weeks of full time inspection. Price made a motion to approve, Cahill seconded and it was unanimously

*RESOLVED*, That the Amendment 1 to Task order #25 be approved and signed.

## **NEW BUSINESS**

No new business

## **COMMITTEE REPORTS**

### ***Annexation, Main Extensions & Construction ..... Helberg & Cahill***

- Harbor Village Subdivision – no updates
- Mayport Harbor Service Line Pumps –Julie sent a letter to the affected Mayport Harbor properties about the time limit for the District provided grinder pumps but there has been no response.

### ***District Investments ..... Price & Phelps***

- Banking Update – Repurchase Agreement Signature – no action was recommended until the bank sale is complete in August. Price discussed changing banks and will be meeting with Phelps to discuss options. He may invite bankers to meet with the Board.

### ***Employee Insurance Compensation & Certification..... Helberg & Keenan***

- Updated Employee Handbook Approval with Job Descriptions – no action.
- Employee Insurance – The committee met with Lynn Walker, Julie and Vickie regarding employee insurance and found a Blue Cross Blue Shield policy with a low deductible that costs a good deal less than the Assurant plan. The low deductible will also eliminate the need for the District's deductible / co-pay reimbursement program, resulting in further savings for the District. Price made a motion to approve, Cahill seconded and it was unanimously

*RESOLVED*, That the Employee insurance be switched to Blue Cross Blue Shield and the District's reimbursement of co-pays be discontinued.

***Pretreatment Regulations ..... Cahill & Price***

Flathead Lake Brewery – a meeting will be held on Monday, July 18 at 10:00 a.m.

***Rate Structure / Budget ..... Helberg & Phelps***

- Asset Replacement Valuations – No updates
- Fiscal Year 2017 Budgets and Rates – A committee meeting was held regarding the FY 2017 Budget and Rates. Keenan sat in for Phelps because he was unavailable. The committee recommended approval and the new budget figures were distributed for review. There were questions about the methodology used to arrive at the new budget numbers. Cahill made a motion to approve, Price seconded and it was unanimously
- **RESOLVED**, That the Fiscal Year 2017 Budget be approved.

***Rules & Regulations ..... Keenan & Price***

- Julie distributed a copy of the District Rules and Regulations at an earlier date and, although the committee had discussed the document, changes were not done and it was not ready for approval. Cahill requested time to review the document and make suggestions; example suggestions were that the rules be changed to ordinances, and fee appendices be created and separated from the main document.

***Farmland..... Helberg & Loudermilk***

- Helberg observed that the recent winds and rain had done a great deal of damage to many crops in the valley; however the District crops were spared much of that sort of damage. There was discussion about the current rotation of crops, the amount needed to inject sludge and the possibility of leaving less fallow ground. Additionally, irrigation will change the current farming practices. Cahill had questions about getting the irrigation system in place and there was discussion about who would purchase the above ground equipment. Cahill suggested the District could pay for the equipment, but include liability for the equipment in the farming contract. Helberg suggested these matters be discussed and resolved before the next season. Cicon added that, although the farm water rights went through without any protests, if the rights were not put to beneficial use before the 5 year limit expired, water rights would likely be much harder to obtain. This is due in part to the public and Tribal objections to the bottled water plant.

**COMMUNICATIONS**

No communications were included in the June 2016 packet.

Helberg called for a motion to adjourn the meeting. Cahill motioned, Price seconded and it was unanimously

**RESOLVED** that the public meeting be adjourned at 7:33 p.m.

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Secretary, Vickie D. Hemphill

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Meeting Chairperson- Gene Helberg